

**Community Preservation  
Committee**

FYI

**TOWN OF ACTON**  
472 Main Street  
Acton, Massachusetts 01720  
Telephone (978) 264-9636  
Fax (978) 264-9630  
[cpc@acton-ma.gov](mailto:cpc@acton-ma.gov)  
[www.acton-ma.gov](http://www.acton-ma.gov)

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April 20, 2006

Ms. Nancy Tavernier  
Chair  
Acton Community Housing Corporation  
472 Main Street  
Acton, MA 01720:

**Re: 2006 CPA Project Funding – 28 Willow/214 Central Streets Land Acquisition and Development**

Dear Ms. Tavernier:

Congratulations to the Acton Community Housing Corporation on being a recipient of 2006 Community Preservation funds (CPA funds). Your effort and cooperation during the project selection process helped secure the overwhelming support at the Annual Town Meeting for the Community Preservation Committee's (CPC) spending recommendations. Voters agreed that each project is worthwhile and now they expect that each will be well executed. Before you move forward with the project, please pay close attention to the following important instructions and funding conditions:

- The Town contact person assigned to your project is Roland Bartl, Town Planner. All necessary documentation and communication with the Town regarding this project shall be directed to him.
- CPA funding for your project is available immediately following the release date of this letter, however:
- CPA funds for the acquisition shall be disbursed after proof has been provided to the Town that at least \$42,500 of non-CPA funding has been expended on the acquisition.
- As may be required by the Board of Selectmen, back taxes, interest, penalties, environmental clean-up costs, a payment in lieu of taxes calculated in accordance with G.L. c. 44, § 63A, and other land acquisition funds shall be paid at closing to the Town of Acton as invoiced by the Town for the property located at 28 Willow Street and 214 Central Street.

- Any CPA funds remaining after acquisition shall be applied towards the costs of developing affordable dwelling units at the 28 Willow/214 Central Street site. They shall be disbursed after completion of the project to your satisfaction and consistent with the project scope presented in your funding application, and after:

a) receipt by the Town contact person of an invoice by you for payment (or reimbursement) for completed services, including all back-up documentation and invoices for the entire project by the contractor(s) who performed the work;

b) verification that all applicable state purchasing and ethics regulations, local bylaws, and Town financial policies have been met; and

c) the assigned staff person has verified that the conditions of this award letter have been met.

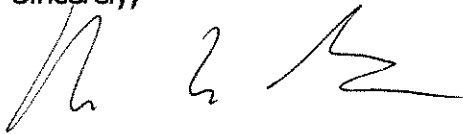
CPA fund disbursements may also be made in installments after completion or receipt of project phases or distinct elements or products defined in a contract for services or in a purchase order.

- Payments will be made for the amount invoiced by the contractor(s), up to \$160,000 for acquisition and development costs.
- Funds cannot be released until the Board of Selectmen has signed the Accounts Payable Warrant at a public meeting.
- The number of affordable units at the site shall be up to three as represented in your application and to Town Meeting. However, any reduction in the affordable unit count to fewer than three shall be subject to approval by the CPC.
- The ACHC or its successors and assigns shall grant the Town of Acton an affordable housing deed restriction for the affordable units at the site, in a form acceptable to Town Counsel, which shall in perpetuity restrict the units as low or moderate income housing in accordance with M.G.L. Ch.40B or as specified in the comprehensive permit and not in excess of 130% of AMI for any one unit.
- As a public entity the Acton Community Housing Corporation is responsible to ensure that the procurement of goods and services for CPA funded projects, including procurements that are partially funded with monies donated by private entities towards the project, will abide by all applicable State and municipal requirements. They require certain procedures for expenses of \$5,000.00 or more, including a requirement that certain State funded projects are done with a specified minimum participation level by minority- and women-owned businesses. Before soliciting proposals or bids for the project, please work through the assigned staff person to ensure compliance with the law.
- Any significant changes to the project from what you represented in your application and during the project selection process, such as but not limited to a reduction of affordable units to fewer than three, or a substantial redesign of the site layout and building architecture, shall require CPC approval. Please contact Roland Bartl, Town Planner (978-264-9636; [rbartl@acton-ma.gov](mailto:rbartl@acton-ma.gov)) to help determine what change is significant, and if necessary to schedule an appointment with the CPC.
- Please, continue to notify abutters of your progress and especially before the start of any construction activity at the site.

- Upon full completion of the project (acquisition and development activities eligible under this funding award), you must certify completion in writing to the assigned Town contact person. Once he receives your certification, your project account will be closed and no further funds shall be available for this project.
- Any CPA funds awarded to this project and not used upon project completion will be returned to the general CPA fund of the Town and made available for future appropriation by Town Meeting for other projects.
- Good publicity for your project is very important. It is exciting for Acton citizens to know where their CPA funds are being spent. It is also essential that the CPA remains strong at the State level. Therefore, the CPC asks that you make every effort to credit the source of this funding in promotional materials and with signs at the project location stating **"This project has been generously supported by the Town of Acton Community Preservation Fund."** If possible, submit a letter to the Beacon detailing how the funds have benefited your project.

The Community Preservation Committee would appreciate a notice when work on the project has commenced, periodic updates concerning the progress of your project, and especially upon completion. For updates or general questions please contact the CPC via email - [cpc@acton-ma.gov](mailto:cpc@acton-ma.gov), or by calling the Planning Department at (978) 264-9636. Finally, please sign and return to Roland Bartl, the attached acceptance form. Thank you for working in partnership with the CPC to make a significant and lasting difference in our Town.

Sincerely,



Matt Lundberg  
Chair  
Community Preservation Committee

cc: Board of Selectmen  
Conservation Commission  
Historical Commission  
Planning Board  
Acton Housing Authority  
Roland Bartl, Town Planner  
Karen Kukala, Assistant Finance Director

**Re: 2006 CPA Project Funding – 28 Willow/214 Central Streets Land Acquisition;  
up to \$160,000.00**

The Acton Community Housing Corporation accepts the foregoing grant of Community Preservation funds and agrees to be bound by the conditions stated in this award letter.

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Ms. Nancy Tavernier  
Chair  
Acton Community Housing Corporation  
472 Main Street  
Acton, MA 01720

Dated: \_\_\_\_\_, 2006